

**Request for Permission to Charge for Electronic
Submission of Installation and Alteration Permits
Pursuant to Iowa Code Chapter 89A**

The Iowa Division of Labor Services is responsible for administering a safety inspection program for elevators, escalators and related equipment. The elevator program is supported by a revolving fund and the Elevator Safety Board is charged with the responsibility of setting fees to cover the costs of the program

By statute, before installation or significant alterations can begin, the Division of Labor must review and approve the plans and issue an installation permit. The current procedure requires companies submit a written application form in triplicate and attach three copies of their blue prints. This is done either by mail, package service or hand delivery. For some installations, the first set of blue prints is not code compliant and a second set of blue prints must be submitted. In addition, the installation companies currently bear the cost of preparing checks to pay the application fees.

Iowa Workforce Development has nearly completed a new system for electronic submission of applications for installation and alteration permits for elevators, escalators, and related equipment. The new system results from a Kaizen process improvement event and the regulated community's interest in a faster turnaround of applications. The new system will dramatically reduce the costs and time involved in processing permit applications for both the Division of Labor and the elevator industry. As a result, construction and remodeling projects can proceed with less cost and delay.

Eventually this new system will form the basis for a broader computer system encompassing the entire elevator program including electronic inspection scheduling as well as the issuance of annual operating permits and the electronic collection of fees for those permits.

The Division of Labor expects its reduced costs to allow it to fund the ongoing operation and maintenance of the system itself. However, it does not foresee the ability to cover the costs incurred in processing the electronic payments. Therefore, the Division proposes charging the customer a sliding fee that would recover the 26¢ ITE fee, the 10¢ credit card company fixed fee, plus the credit card company variable fee, which is based on a percentage of the dollar value of the fee and varies depending on card type. Installation fees currently range from \$350 to \$600 depending on the type of equipment so transaction fees would range from \$6.50 to \$18.75. Alteration fees are in the process of being changed, but currently begin at \$90. The proposed alteration fees range from \$200 to \$600 and would have transaction fees from \$4.30 to \$18.75. These fees will solely recover processing costs and provide no additional income to the Division.